

# SIKKIM

## GOVERNMENT

## GAZETTE



**EXTRAORDINARY  
PUBLISHED BY AUTHORITY**

**Gangtok**

**Wednesday 3<sup>rd</sup> June, 2009**

**No. 193**

**GOVERNMENT OF SIKKIM  
HUMAN RESOURCE DEVELOPMENT DEPARTMENT  
GANGTOK**

**No. 185/Est. /HRDD**

**Date. 23.05.2009**

### **NOTIFICATION**

Whereas the State Government has deemed it expedient to confer awards to the best students, best teachers and best lecturers of the State as under, namely: -

- |   |                   |
|---|-------------------|
| 1. For best Primary level student           | -Rs. 1.00 lakh    |
| 2. For best Secondary level student         | -Rs. 1.00 lakh    |
| 3. For best Teacher-Primary level           | -Rs. 5.00 lakhs   |
| 4. For best Teacher-Secondary level         | -Rs. 5.00 lakhs   |
| 5. For best Teacher -Senior Secondary level | -Rs. 5.00 lakhs   |
| 6. For best Lecturer                        | -Rs. 5.00 lakhs ; |

And whereas for the purpose of selecting the awardees for different categories of award it is felt necessary to frame guidelines;

And whereas for the purpose of finalization of the list of the awardees and detailed scrutiny at the highest level , a State Level Committee is also required to be constituted consisting of the following members, namely:-

- |  |                   |
|--|-------------------|
| 1. Chief Secretary   | -Chairman         |
| 2. Principal Secretary, Finance-cum-Additional Chief Secretary | -Member           |
| 3. Development Commissioner                                    | -Member           |
| 4. Secretary, Culture & Heritage Department                    | -Member           |
| 5. Secretary, Human Resource Development Department            | -Member           |
| 6. Director, School Education & Administration                 | -Member Secretary |

Now therefore, with a view to provide criteria for selection of best students , best teachers and best lecturer for different categories of awards, the State Government is hereby pleased to frame the following guidelines, namely:-

### **I. Selection Criteria for the selection of Best Primary Level Student:**

The Selection Committee shall follow the following guidelines for selecting the **Best Primary Level Student**, namely:-

1. The student should have consistent academic record of overall 70% marks and not less than 60% marks in Mathematics and Environmental Studies and this fact has to be supported by his/her Progress Report Cards of Annual Examinations from Classes I to V.
2. Attendance of the selected student should not to be less than 90% from Class I to Class V. In case of death of parents, however, shortage in attendance would be condoned.
3. The student should have participated in co-scholastic activities with exemplary performance supported by evidence of participation in essay, debate, quiz, painting, sports and cultural competitions.
4. Repeaters shall not be considered.
5. The Committee shall also assess the value dimensions i.e. the overall behavioral pattern of the student through Anecdotal Records maintained by the school. The Head of School shall submit a brief report on Anecdotal Record so maintained in respect of the student nominated for the award.
6. In order to select the Best Primary Level Student at the State level, the preliminary selection will be done at the Complex level with the Complex Organizer as the Chairman of the Selection Committee and all Heads of Feeder Schools as Members. One Head of the Feeder School will be nominated as Member Secretary.
7. Each Complex will select one Best Student of the Complex and recommend the name of such student to the Departmental Committee through the District Committee formed under the Chairmanship of the Joint Director of the District with Deputy Directors, Principals of Senior Secondary Schools and Heads of Secondary Schools as Members and one of the Assistant Directors as Member Secretary on or before 30th April every year. From among the best students of the Complex level, the Departmental Committee will select ten best students and from among these ten best students, the Departmental Committee will select one best student after thoroughly examining the records. The Departmental Committee will then recommend the name of such best student to the highest State Level Committee for final selection.

### **II. Selection Criteria for selection of the Best Secondary Level Student:**

The Selection Committee shall follow the following guidelines for selecting the **Best Secondary Level Student**, namely:-

1. The student should have consistent academic performance from Classes VI to Class XII. He/ She should have secured an aggregate of 80% marks in the All India Senior School Certificate Examination (AISSCE i.e. Class XII Board Examination) and 70% aggregate marks in the annual examinations of other Classes including All India Secondary School Examination (AISSE i.e. Class X Board Examination).
2. 20% marks will be added to the aggregate marks of those nominated students who have participated in the State, National or International co-scholastic activities like sports, cultural activities, debates, seminars, essay competitions, quiz competitions, Science Exhibitions, Science Seminars, etc. and have shown exemplary performance like the first position or the best performance certificate. These facts have to be supported by Certificates issued only by the competent authority/ies.

3. Attendance of the selected student should not to be less than 90% from Class VI to Class XII. However, shortfall in attendance will be condoned in case the student has participated in the State and National or International level competitions or has remained absent due to death of parents.
4. Repeaters shall not be considered for the award.
5. The Committee shall strictly assess the value dimensions i.e. the overall behavioral pattern of the student through Anecdotal Records maintained by the school. The Head of School shall submit a brief report on Anecdotal Record so maintained in respect of the student nominated for the award. The value dimensions include punctuality, regularity, discipline, positive attitude, mannerism, behavior, etc.
6. For the selection of Best Secondary Level Student from each Complex, a District level Committee will be formed under the Chairmanship of the Joint Director of the District with Deputy Directors, Principals of Senior Secondary Schools and Heads of Secondary Schools as Members and one of the Assistant Directors as Member Secretary. The selection report of the District Level Committee shall be forwarded to the Departmental Committee on or before 30th June or after the declaration of All India Senior School Certificate Examination (AISSCE i.e. Class XII Board Examination) Results, or whichever is earlier.
7. The Departmental Committee will select ten best students from the list of best students recommended by the District level Committee and from among these ten, one Best will be will recommend to the highest State Level Committee for final selection. In case of a tie, the cash prize will be distributed equally.

### **III. Selection Criteria for selection of Best Teacher at Primary Level:**

The Selection Committee shall follow the following guidelines for selecting the **Best Teacher at the Primary Level**, namely:-

1. The Selection Committee will, first of all, sort out list of teachers of each Complex who have put in their regular service for a minimum period of 20 (twenty) years.
2. The Committee will then meticulously assess the pass percentage of students in all the subjects taught by the sort listed teachers for the last 5( five) years. The overall pass percentage in all the subjects should not be less than 60 % in any case.
3. Only trained teachers shall be considered for the nomination of the Award. However, in case of School Mothers, short training programmes organized by DIET and SIE will be considered as equivalent to Certificate Training till such time as arrangement for compact pre-service or in-service trainings for School Mothers is not made.
4. The Committee shall ensure that teacher takes initiative in taking extra remedial classes for enhancing learning of all students
5. The teacher so nominated takes initiative in co-scholastic activities. In case , the teacher has participated in any Disaster Mitigation Programmes, Certificate from the District Collector or BDO should be enclosed.
6. The nominee shall not have any pending case against his/her in the Family Court or in any Court of Law. However, Personal Law of the teacher will be taken into consideration while deciding the nature of suit in the Family Court.
7. The nominee shall not be a defaulter of any bank or other financial institutions.
8. It is necessary to obtain clearance of Vigilance Department also. However, this will be taken care of by the State level Committee after sort-listing the nominees for the final selection.

6. The nominee should not have any pending case against his/her in the Family Court or in any Court of Law. However, Personal Law of the teacher will be taken into consideration while deciding the nature of case in the Family Court.
7. The nominee should not be a defaulter of any bank or other financial institutions.
8. It is necessary to obtain Vigilance clearance also. However, this will be taken care of by the State level Committee after sort-listing the nominees for the final selection.
9. There should be no Departmental disciplinary proceedings pending against the nominee.
10. The teachers who are put under EOL for negligence of duty shall not at all be considered for nomination.
11. The Committee should also ensure that the teacher so selected has inclination towards socio-cultural ethos. He/ She has good social and personal record. He/She maintains amicable relation with the Head of School, colleagues and shows concern for students' needs.
12. The nominated teacher manifests his/her professional competence by adopting appropriate methods of teaching, making classroom teaching effective by using teaching aids and improvised teaching aids and making students participate in the process of learning through discussions, pair works, group works, questioning, reinforcing, etc.
13. Heads of Senior Secondary Schools are also eligible for the Award for the Best Senior Secondary Level Teacher subject to the condition that they have served as teachers for at least 15 (fifteen) years.
14. Lecturers of DIET are also eligible for the award for the Best Senior Secondary Level Teacher provided they have served as regular Lecturers for atleast 15 ((fifteen) years.
15. In case of Heads of Senior Secondary Schools, overall performance of their schools for three (03) years must be strictly assessed by the State Level Committee.
16. The District Level Committee headed by the Joint Director and Members nominated by him or her will select one Best Teacher at the Senior Secondary Level from each Senior Secondary School and forward their names with details to the Departmental Committee within 30th April every year. The selection will be based on the strict examination of Personal Profile (Annexure I), Performance Profile (Annexure II), Co-scholastic Profile (Annexure III) and Socio- Personal Profile (Annexure IV) in respect of each nominated teacher. The sort listed teachers for the award are required to fill in the above mentioned profiles and submit the same to the District Committee through their Heads of Institution. The Departmental Committee will then select 10(ten) best teachers. After proper assessment of these ten teachers by the Departmental Committee, only one best teacher amongst them will be recommended for the **Best Teacher at the Senior Secondary Level** to the highest State Level Committee.

#### **VI. Selection Criteria for the Selection of Best Lecturer**

Guidelines for the selection of Best Lecturer shall be as follows, namely:-

1. He/She should have completed 15 (fifteen) years of continuous service.

2. He/She should have published articles in indexed journals, either in Science or Mathematics or Humanities or Commerce. In case of a Lecturer of Language subject, he or she should have published articles in Vernacular or English journals.
3. He/She should have attended at least 02 (two) Refresher Courses conducted either by the UGC or the University Departments during his or her service.
4. He/She should have participated in Seminars and presented papers.
5. He/She should be either NET or SLET qualified or possess M.Phil or Ph.D degree. GATE qualified Lecturers would also considered for nomination.
6. Awards or Citations received by Lecturers from Institutions or Organizations recognized by the State Government or the Union Government will be given due weightage.
7. The Committee will assess the academic achievement of students of the last five years in the subject taught by the nominee.
8. He/She should have delivered a minimum of 75% lectures in his/her subject on an average for the last three years.
9. The Committee will examine the ACRs of 5 (five) years preceding the year of nomination.
10. He/She should have been involved in co-scholastic activities of the college.
11. He/She should have taken the charge of or have been a member of various Academic Councils formed either by the College or the University.
12. A Committee formed under the Chairmanship of Director (Higher Education) comprising of Principals of all the Colleges of the State shall nominate Lecturers for the **Best Lecturer Award** to the Departmental Committee. The Principal of the College shall submit filled in Personal Profile (Annexure I), Performance Profile (Annexure II), Co-scholastic Profile (Annexure III) and Socio- Personal Profile (Annexure IV) in respect of each nominee for the award. The Departmental Committee shall examine the profiles and recommend one **Best Lecturer** for the award to the highest State Level Committee.

**VII. The Departmental Committee to recommend to the highest State Level Committee shall comprise of the following members, namely:-**

i.	Secretary, HRDD	Chairman
ii.	Special Secretary, HRDD	Member
iii.	Director, Coordination	Member
iv.	Director, Higher Education	Member
v.	Director, Tech. Education	Member
vi.	Director, Planning	Member
vii.	Director, SSA/RMSA	Member
viii.	Director, Training, Diets & SIE	Member
ix.	Joint Director, SIE	Member
x.	Joint Director, Examinations	Member
xi.	Joint Director, SUCCESS /RMSA	Member
xii.	Joint Director, SSA	Member
xiii.	Joint Director, DIET	Member
xiv.	Principal, DIET, Gangtok	Member
xv.	Coordinator, School Education /Exams.	Member Secretary

## **ANNEXURE-IV**

### **SOCIO- PERSONAL PROFILE OF TEACHERS/LECTURERS**

(To be filled in academic year-wise by the Head of Institution)

#### **Academic Year:**

1. Name of the Teacher/Lecturer in full
2. Post held:
3. Qualifications:
  - a) Academic:
  - b) Professional:
  - c) Others:
4. Punctuality:
5. Temperament:
6. Relationship with:
  - a) Head of Institution:
  - b) Colleagues:
  - c) Parents/Guardians
7. Attitude towards students:  
(Shows concern for student's problems)
8. Respect towards socio-cultural values:
9. Respect towards democratic values:
10. Has the teacher/lecturer been punished or  
reprimanded by any law enforcing authority  
during the period under report?
11. Overall socio-personal quality of the teacher/  
lecturer under report:

**Date:**

**Signature of Head of Institution  
with seal**